

## **Job vacancy: Receptionist**

**Number of available position:** 10

**General information:**

Employer: Tumas LTD

Location: level 3, Portomaso Business Tower, St. Julians ( Malta)

Form of employment: Full time

Type of contract: Job (12 months)

Net monthly wage (Euro): 1.142 €

**Job description:**

The Receptionist's duties and responsibilities are to ensure the front desk welcomes guests positively and executes all administrative tasks to the highest quality standards.

**Requirements:**

- **General requirements:**
  - Good communication skills;
  - Be a team player;
  - A flexible approach to work;
- **Language knowledge:**
  - English B1
- **Other specific requirements:**

**ISCO Profile requested:**

**Procedure to participate in the selection:**

Mail to: [rtravaglini@gwu.org.mt](mailto:rtravaglini@gwu.org.mt)

### **On Going**

To participate in the selection it is necessary to be **registered on EURES-TMS Platform:** <https://euresmobility.anpal.gov.it/>

The CV inserted must be written in English and COMPLETED in all the fields. Once you are registered and you have COMPLETELY filled in your CV, please send an **email to [rtravaglini@gwu.org.mt](mailto:rtravaglini@gwu.org.mt)**

Only candidates registered, with a complete CV and responding to the requirements will be contacted for the selection.



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